



## MONTANA STATE HOSPITAL POLICY AND PROCEDURE

### HANDLING OF NEEDLES, SHARPS & RAZORS

**Effective Date:** January 12, 2016

**Policy #:** IC-04

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- I. PURPOSE:** To provide a safe disposal method for used needles and sharps.
- II. POLICY:** Personnel will use the biohazard marked disposable needle collection containers whenever disposing of syringes, lancets, needles or any other collection device that is used to puncture a patient's skin, or disposable razors and sharps. Replacements for containers are available from the Warehouse.

**III. DEFINITIONS:**

- A. Biohazard: Bio - combining form denoting relationship to life. Hazard - a chance of being injured or harmed; danger.

**IV. RESPONSIBILITIES:**

- A. Nursing Staff - To always place sharps in biohazard marked containers. To arrange transportation of containers for proper disposal.
- B. Teamsters - To transport biohazard containers to the designated disposal area for pickup.

**V. PROCEDURES:**

- A. Handle sharp objects carefully. Always wear gloves.
1. Do not cut, bend, break or routinely reinsert used needles into original sheath by hand.  
  
Do not detach used needle from syringe. For needles attached to IV tubing, remove the capped needle from the tubing and discard into approved container.
  2. Discard sharp objects intact immediately after use into the biohazard marked impervious needle disposal container conveniently placed in all clinical areas, or in the smaller portable container for remote use.
  3. Contaminated needles are never to be recapped.

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4. Personnel should never reach into the needle container.
  - a. Sharps containers must be kept upright, and replaced routinely to avoid overfilling. When removed from work area, containers will be upright and closed to prevent spillage or protrusions during handling.
  - b. When the containers are 3/4 full, it is the responsibility of the medication nurse to make arrangements for the teamster to take the container. . A clean container located on the unit should be put in place (at the same time the 3/4 full container is removed) by the medication nurse.
  - c. Immediately report all accidents involving any used needle or sharp to the Infection Preventionist.

**VI. REFERENCES:** Dorlands Illustrated Medical Dictionary, Twenty Fifth Edition; The American Heritage Dictionary, Second College Edition

**VII. COLLABORATED WITH:** Nursing Services, and Infection Control Committee.

**VIII. RESCISSIONS:** # IC-04, *Handling Needles and Sharps* dated July 21, 2011; # IC-04, *Handling Needles and Sharps* dated November 9, 2009; # IC-04, *Handling Needles and Sharps* dated October 30, 2006; IC-04, *Handling Needles and Sharps* dated December 18, 2002; Policy # IC-04, *Handling Needles and Sharps* dated September 1, 2002; Policy # IC-04-99-R, *Handling Needles and Sharps* dated January 31, 1999; and Policy # IC-02-05 (3/7/95)

**IX. DISTRIBUTION:** All Hospital Policy Manuals

**X. ANNUAL REVIEW AND AUTHORIZATION:** This policy is subject to annual review and authorization for use by either the Administrator or the Medical Director with written documentation of the review per ARM § 37-106-330.

**XI. FOLLOW-UP RESPONSIBILITY:** Infection Preventionist

**XII. ATTACHMENTS:** None

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John W. Glueckert                      Date/Time  
Hospital Administrator

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Thomas Gray, MD                      Date/Time  
Medical Director